

Report Date: 26 Mar 2015

**Summary Report for Individual Task
805K-79R-4306
Process a Future Soldier Loss
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox KY foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: As an Operations NCO or Guidance Counselor you received notification to process a Future Soldier loss. You have access to MIRS, REQUEST, GCRC, and all applicable regulations. This task should not be trained in MOPP 4.

Standard: Process a Future Soldier loss with zero errors IAW UR 601-96 Appendix M and Appendix Q.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

Performance Steps

1. Process a Future Soldier Loss at Battalion.

- a. Receive a notification from company, SGC/GC or higher level to discharge a future Soldier.
- b. Receive a workflow notification from company or higher level with appropriate UF 986 and supporting documents.
 - (1) Verify all necessary documents are scanned and updated into the record.
 - (2) Forward UF 986 and supporting documents to approval authority for signature.
 - (3) Perform cancellation:
 - (a) Log into GCRc via IKROme.
 - (b) Select "Select a Person".
 - (c) Enter the DEP/DTP member's SSN and click hyper link name.
 - (d) Select "ERM" and scan USAREC Form 986 and/or supporting documentation under DEP/DTP Admin.
 - (e) If 30 day or less, go to "Projection" and cancel ship projection.
 - (f) Log out of GCRc.
- c. Receive notification from SGC/GC of a positive DAT or HIV.
 - (1) GC processes positive DAT cancellation immediately.
 - (2) Cancellation workflow is initiated by Operations with correct code.
 - (3) Approving authority validates cancellations and approves in GCR workflow.
 - (4) Ensure discharge orders are requested and generated.
 - (5) Provide copy of discharge orders to SGC for MEPS reconciliation.
- d. Log into REQUEST.
 - (1) Select "Process Applicant".
 - (2) Enter SSN click "Go".
 - (3) Select "Cancel Reservation".
 - (4) Select "Process".
 - (5) Select "Yes" if agree.
 - (6) Select reason code for cancellation IAW USAREC Reg 601-96.

(7) Enter reason as stated on USAREC Form 986.

(8) Select "Cancel" print cancellation to add to medical jacket.

(9) Log out of REQUEST.

e. Log into GCRc via IKROme.

(1) Select "Select a Person".

(2) Enter the DEP/DTP member's SSN and click hyper link name.

(3) Select "ERM".

(4) Select "View Packet".

(5) View DEP/DTP to ensure "Reservation Cancellation Letter" has transferred.

f. Approving authority validates cancellations and approves in GCR workflow.

g. Ensure discharge orders are requested and generated.

h. Provide copy of discharge orders to SGC for MEPS reconciliation.

2. Process a Future Soldier Loss at MEPS.

a. Receive notification from battalion operations or DAT/HIV notification/medical to perform a future Soldier cancellation.

(1) Verify the required documents are scanned in and complete and correct.

(2) Sign and date USAREC Form 986 (if applicable).

b. Log into GCRc via IKROme.

(1) Select "Select a Person".

(2) Enter the DEP/DTP member's SSN and click hyper link name.

(3) Select "ERM" and scan USAREC Form 986 and/or supporting documentation under DEP/DTP Admin.

(4) If 30 day or less, go to "Projection" and cancel ship projection.

(5) Log out of GCRc.

c. Log into REQUEST.

(1) Select "Process Applicant".

(2) Enter SSN click "Go".

- (3) Select "Cancel Reservation".
- (4) Select "Process".
- (5) Select "Yes" if agree.
- (6) Select reason code for cancellation IAW USAREC Reg 601-96.
- (7) Enter reason as stated on USAREC Form 986.
- (8) Select "Cancel" print cancellation to add to medical jacket.
- (9) Log out of REQUEST.

d. Log into GCRc via IKROme.

- (1) Select "Select a Person".
- (2) Enter the DEP/DTP member's SSN and click hyper link name.
- (3) Select "ERM".
- (4) Select "View Packet".
- (5) View DEP/DTP to ensure "Reservation Cancellation Letter" has transferred.
- (6) Notify battalion operations that the reservation has been cancelled.
- (7) Upon receipt of discharge orders from appropriate authority provide a copy to MEPS.
- (8) Scan an updated US MEPCOM 680-3ADP into ERM.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Processed a Future Soldier Loss at Battalion.			
a. Received a notification from company, SGC/GC or higher level to discharge a future Soldier.			
b. Received a workflow notification from company or higher level with appropriate UF 986 and supporting documents.			
(1) Verified all necessary documents were scanned and updated into the record.			
(2) Forwarded UF 986 and supporting documents to approval authority for signature.			
(3) Performed cancellation:			
(a) Logged into GCRc via IKROme.			
(b) Selected "Select a Person".			
(c) Entered the DEP/DTP member's SSN and click hyper link name.			
(d) Selected "ERM" and scanned USAREC Form 986 and/or supporting documentation under DEP/DTP Admin.			
(e) If 30 day or less, went to "Projection" and cancelled ship projection.			
(f) Logged out of GCRc.			
c. Logged into REQUEST.			
(1) Selected "Process Applicant".			
(2) Entered SSN click "Go".			
(3) Selected "Cancel Reservation".			
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(5) Selected "Yes" if agree.			
(6) Selected reason code for cancellation IAW USAREC Reg 601-96.			
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(8) Selected "Cancel" print cancellation to add to medical jacket.			
(9) Logged out of REQUEST.			
d. Logged into GCRc via IKROme.			
(1) Selected "Select a Person".			
(2) Entered the DEP/DTP member's SSN and clicked hyper link name.			
(3) Select "ERM".			
(4) Selected "View Packet".			
(5) Viewed DEP/DTP to ensure "Reservation Cancellation Letter" has transferred.			
e. Approving authority validated cancellations and approved in GCR workflow.			
f. Ensured discharge orders were requested and generated.			
g. Provide copy of discharge orders to SGC for MEPS reconciliation.			
2. Processed a Future Soldier Loss at MEPS.			
a. Received notification from battalion operations or DAT/HIV notification/medical to perform a future Soldier cancellation.			
(1) Verified the required documents are scanned in and complete and correct.			
(2) Signed and dated USAREC Form 986 (if applicable).			
b. Logged into GCRc via IKROme.			
(1) Selected "Select a Person".			
(2) Entered the DEP/DTP member's SSN and clicked hyper link name.			
(3) Selected "ERM" and scanned USAREC Form 986 and/or supporting documentation under DEP/DTP Admin.			
(4) If 30 day or less, went to "Projection" and cancelled ship projection.			
(5) Logged out of GCRc.			
c. Logged into REQUEST.			
(1) Selected "Process Applicant".			
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(5) Viewed DEP/DTP to ensure "Reservation Cancellation Letter" has transferred.			
(6) Notified battalion operations that the reservation has been cancelled.			
(7) Upon receipt of discharge orders from appropriate authority provided a copy to MEPS.			
(8) Scanned an updated US MEPCOM 680-3ADP into ERM.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	USAREC REG 601-96	Enlistment, Accessions, and Processing Procedures	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None